

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING DENVER TIME, ON APRIL 7, 2009.

BEFORE AWARD, ANY QUESTIONS REGARDING THESE SPECIFICATIONS MAY BE DIRECTED TO LORETTA CISNEROS. AFTER AWARD, REFER ALL QUESTIONS TO THE CONTRACT ADMINISTRATOR WHOSE NAME WILL APPEAR IN THE UPPER PORTION OF THE PURCHASE ORDER. (303) 236-5292. NO COLLECT CALLS ACCEPTED.

### SPECIFICATIONS

U.S. GOVERNMENT PRINTING OFFICE  
12345 W Alameda Parkway, Suite 208  
Lakewood CO 80228

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

MANDATORY SECURITY REQUIREMENTS: Beneficiary data files will be furnished for purpose of printing and mailing to individual CHAMPVA Beneficiaries. The data is regarded as Personal Identifiable Information (PII). Prior to award, the contractor will be furnished with copies of the Business Associate Agreement and the Data Transfer Agreement. Contractor MUST read, accept the terms by filling out the form (including signatures) and returning the Business Associate Agreement and the Data Transfer Agreement. A copy of completed forms must be faxed to two locations: 1) Bill Bechtel at the VA, fax 303-331-7899; and 2) Denver GPO, fax 303-236-5304. Furthermore, the agreements with original signatures must be sent to Mr. Bechtel at the address listed below under "Distribution. In addition, the CD's containing the Beneficiary Data Address files will be encrypted as per current VA policy.

SUBCONTRACTING: Subcontracting of Item 4: Refrigerator Magnet will be permitted.

The bidder(s) must submit to the GPO either with the bid or prior to award the following:

- (1) The names of all proposed subcontractors at each level, who will require access to Personal Identifiable Information (PII), and
- (2) A copy of the agreement which exists with those named in (1).
- (3) A copy of the signed Business Associate Agreement and the Data Transfer Agreement which must exist with those named in (1).

PRODUCT: Six (6) different items requiring such operations as printing, binding, packing, distribution & mailing.

TITLE: "CHAMPVA 2009 Handbook

### QUANTITY:

Item 1: Handbook - 300,895 copies.  
Item 2: ID Card Letter - 285,670 copies.  
Item 3: Director Letter - 246,415 copies.  
Item 4: Magnets - 248,415 copies.  
Item 5: Envelope - 39,265 copies.  
Item 6: Envelope - 246,415 copies

No quantity variation allowed.

**TRIM SIZE:**

Item 1: Handbook. 8-1/2 x 11".

Item 2: ID Card Letter. 8-1/2 x 11".

Item 3: Director Letter. 8-1/2 x 11".

Item 4: Magnet. 3-3/4 x 2-3/4".

Item 5: Envelope: 4-1/8 x 9-1/2" – also see under "Packing" for information regarding size.

Item 6: Envelope: 9 x 12" – also see under "Packing" for information regarding size.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

(a) Printing Attributes -- Level III.

(b) Finishing Attributes -- Level III.

**Inspection Levels (from ANSI/ASQC Z 1.4):**

(a) Non-destructive Tests - General Inspection Level I.

(b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	*Camera Copy/Average Type Dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10 Process Color match	Approved Contract Proof

\* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

Contractor must put into effect and maintain a quality control program throughout the entire production run that will guarantee that all quality standards are met.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**GOVERNMENT TO FURNISH:** The Government will furnish f.o.b. Denver Regional Printing Procurement Office, the following materials:

- 1) One CD-R containing the digital file for the handbook, letters, magnets and envelope.
- 2) One CD-R containing the Mail-out information. The CD's containing the Beneficiary Data Address files will be encrypted as per current VA policy. Beneficiary data will be furnished in tab delimited format. A password for the encrypted file will be provided after award. The files must be copied off of the CD-ROM in order to be decrypted - they will not decrypt off the CD.
- 3) Distribution list for 56 VA facilities.
- 4) Previously printed SIMILAR mailout sample sets (from 2006 mailout).

Electronic file supplied in Program Format: PC with Adobe InDesign CS3 and CS4. All screen and printer fonts included. Hard copy visuals of each item and in color where appropriate, service provider reports, previously similar printed samples for each of the items. Adobe Acrobat PDF files for each item as visual aids only. Do NOT use PDFs as artwork. Use InDesign source file for final out.

Contractor must set a GPO Imprint. Imprint will print on Items 1 only. The GPO imprint requirement has recently changed. The new imprint line is available on line at: <http://www.gpo.gov/bidupdates>

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH” necessary to produce the product(s) in accordance with these specifications.

**INSPECTION OF FILES:** Contractor to perform a basic check, preflight of the furnished files. Check for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution, 3) errors associated with embedded graphics. 4) missing prepress features (e.g. bleeds, trim marks), creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, 5) loss of text characters from graphic elements, and 6) defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery. Prior to making any revisions, the contractor must make a "copy" of the original files, then proceed to make any revisions to the "copy" as required. Further, in addition to the return of the originals files, the contractor must furnish final production native application files (digital deliverable, an exact representation of the final product) up completion of the order. All files must be imaged as necessary to meet the assigned Quality Level.

**PROOFS:** Contractor will be required to provide proofs on all items as indicated below.

Item 1 (Handbook): Composite dylux, digital blueline or similar proofs. Digital proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. PLUS complete set of one-piece analog laminated color proofs or one-piece digital color proofs (Kodak Approval, Screen TrueRite, Creo Spectrum, Dupont Thermal Waterproof, Fuji Final Proof, or Polaroid Polaproof) with a minimum resolution of 2400 dpi and must show halftone dot. Proofs will be used for color match on the press. These proofs must have all elements in proper position (illustrations and text matter composited). The proofs should have color control bars, tint pattern and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across the sheet. Dye Sublimation (Rainbow), Color inkjet (Dupont Digital Waterproof, Iris, Epson), photographic, and overlay proofs are not acceptable.

Item 2 (Identification Card Letter): Digital color proofs. SWOP certified inkjet proofing systems will be acceptable. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. For list of approved systems go to: [www.swop.org/certmfg.html](http://www.swop.org/certmfg.html)

Item 3 (Director Letter), Item 4 (Magnet) and Items 5 and 6 (Envelopes): Manufacture's standard page proofs.

The contractor must not begin production prior to receipt of an “OK” of the color proofs.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all flattones and/or CMYK graphics equal to 150 line screens or finer.

NOTE: Proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that proofs are available for pickup. The first workday after receipt of proofs by the Government is day one of the hold time.

Proofs, along with the Government furnished material (GFM), a copy of the specifications, contractor's proof cover memo, and information identifying a point of contact and their phone number at the contractor's plant, will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "proof" label (GPO Form 892) and include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. Cost of transporting of proofs and materials both ways is to be borne by the contractor. Contractor has the option of using his/her own personnel to pickup and deliver proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

If there are any author's alterations or delays caused by the Government in the handling of proofs, it's the contractor's responsibility to notify the GPO so that an extension and/or price adjustment may be made by Contract Modification.

Submit proofs to: Attn: William Bechtel (303-398-5135) or Randy Romero (303-398-3343); Veterans Health Administration; 3773 Cherry Creek North Drive, Suite 450; Denver CO 80209

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Item 1: Handbook Text, JCP Code A61, No. 1 White Opaque, Offset Book, Smooth-Finish, Basis Size 25 x 38", Basis Weight 50. Handbook Cover, JCP Code L11, No. 1, White Coated Cover, Gloss-Finish, Basis Size 20 x 26, Basis Weight 60.

Item 2: ID Card Letter, White, Synthetic stock, 10 point (Polyart or Yupo)

Item 3: Director Letter, JCP Code O60, White, Plain Copier, Xerographic, (Archival Quality), Basis Weight 20

Item 4: Magnet, White, Magnetized Vinyl Sheeting. Magnets shall be made of flexible, white vinyl material with gloss finish and magnetized backing that will attract and adhere to metal (such as refrigerators, file cabinets, etc.).

Item 5: White Wove, Basis Size 17 x 22", Basis Weight 24 lb.

Item 6: White Kraft, Basis Size 17 x 22", Basis Weight 28 lb.

Paper used under this contract must conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

**PRIOR TO PRODUCTION PAPER SAMPLES/MATERIALS:** Prior to the commencement of production of the contract production quantity, the contractor shall submit to the Government, not less than 2 samples of paper/material for Items 1, 2 and 4 that are to be used in the production of the contract requirements. Each sample shall be approximately 216 x 279 mm (8-1/2 x 11") and must be of the kind and quality required by the specifications. Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials. The sample must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule. The container and accompanying documentation shall be marked PAPER SAMPLES, and shall include the GPO Jacket number and purchase order number. Submit samples to: William Bechtel or Randy Romero; Veterans Health Administration; 3773 Cherry Creek North Drive, Suite 450; Denver CO 80209.

Manufacture of the final product prior to approval of the sample stock or material submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

#### PRINTING:

Item 1: Handbook - Covers 1 through 4 print 4-color process. Cover 1 prints with heavy ink coverage and bleeds (top, right, bottom and to the spine). Covers 2 and 3 print with moderate ink coverage (including cross over copy that must align across the gutter on facing page) and adequate gripper margins. Cover 4 prints with light ink coverage and adequate gripper margins. Over the printing of Covers 1 and 4; contractor to flood coat with a UV gloss curable coating as a protective finish against fingerprints, smudging, etc. Text consists of 68 pages of which none are blank. Text prints in 4-color process with moderate ink coverage and bleeds two or more sides including full bleeds and cross over copy that must align across the gutter on facing pages. NOTE: Text contains bleed tabs that must align within each section as appropriate. Copy contains fine line detail illustrations, fine line screen tints, and 4-color photos and illustrations scattered through out.

Item 2: Identification Card Letter - Print face and back (head to head) as follows: Face side prints line copy in green and black inks with static and variable information. The variable information is beneficiary data consisting of 1) Beneficiary Name; 2) Effective Date; and 3) Expiration Date). This variable data prints on the face side in black ink, 12 point Arial Regular font, centered within the graphic rule-lined boxes provided (lower right corner in the detachable card area as described under "Binding"). Contractor will be responsible for proper fit/printing in the predefined spaces. Back prints black ink only with static information. Adequate gripper margins.

NOTE: 20 copies of the ID Card Letter are to be produced with "FICTITIOUS" beneficiary data. Fictitious data at contractor's discretion.

Item 3: Director Letter - Print face only in black ink. Adequate gripper margins.

Item 4: Refrigerator Magnet - Magnets print line copy face only in green and black ink with no gripper margins. Copy contains fine line screen tints.

Item 5: Envelope - Open side, diagonal seam, with gummed flap. Print line copy (return address) face only in black ink. Envelope to have an inside opaque tint pattern in black ink, manufacturer's standard pattern acceptable provided it ensures complete confidentiality of contents. Adequate gripper margins.

Item 6: Envelope - Open side, diagonal seam, with gummed flap. Print line copy (return address) face only in black ink. Envelope to have an inside opaque tint pattern in black ink, manufacturer's standard pattern acceptable provided it ensures complete confidentiality of contents. Adequate gripper margins.

INK COLORS:

- Item 1: Handbook – 4-Color Process. UV clear coat on Covers 1 and 4.
- Item 2: ID Card Letter – Black and PMS 349 Green.
- Item 3: Director Letter – Black.
- Item 4: Magnets – Black and PMS 349 Green.
- Item 5: Envelope – Black.
- Item 6: Envelope – Black.

INK: If lithographic ink is used in the performance of this contract, the ink(s) shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time increases production costs.

MARGINS: Follow copy. See above under “Printing”.

BINDING: Item 1: Handbook – Saddle wire stitch in 2 places, and trim 3 sides. Score cover on the bind fold with paper grain parallel with the spine.

Item 2: Identification Card Letter - Contractor required to blind micro perforate in bottom right corner to create a detachable beneficiary card, at approximately 3-1/2 x 2-1/8”. Perforation marks are indicated on the artwork, but are FPO and do not print.

PACKING: Contractor will be required to collate one copy each of Items 1 through 4 into a set for a total of 246,415 sets. These sets hereafter will be referred to as A1 sets. Contractor will be required to insert EACH SET into Item 6 Envelope (\*\* 9 x 12”) and seal to ensure safe delivery through the US Postal Service system. Shrink film wrapping of the sets as a unit for mail WILL NOT BE ACCEPTED. Contractor will be responsible for ensuring the same name (beneficiary) on the Identification Card Letter is the name on the mailing address label on the envelope.

The remaining 39,265 copies of the Item 2 Identification Card Letter will require letter folding to 8-1/2 x 3-2/3”. One copy of each Identification Card Letter to be inserted into Item 5 Envelope (\*\*\* No. 10), and sealed to ensure safe delivery through the US Postal Service system. These sets hereafter will be referred to as A2 sets. Contractor will be responsible for ensuring the same name (beneficiary) on the Identification Card Letter is the name on the mailing address label on the envelope.

\*\* Item 6: It is anticipated that a 9 x 12” envelope will accommodate all four items; however, contractor is responsible to determine and provide a white kraft envelope of **suitable size**/construction that will accommodate the contents to ensure safe and undamaged arrival. Package must protect all personal information contained therein so that is not readable and/or compromised from the outside of the sealed envelope.

\*\*\* Item 5: If more economical to the Government, the Government will accept the remaining 39,265 copies of the Item 2 Identification Card Letter (single page) “flat” and inserted into a single white kraft envelope of **suitable size**/construction that will accommodate the contents to ensure safe and undamaged arrival. Package must protect all personal information contained therein so it is not readable and/or compromised from the outside of the sealed envelope.

The remaining 54,480 copies of Item 1 Handbooks will carton pack, 40 copies per carton.

The remaining 2,000 copies of Item 4 Magnets will carton pack in suitable units.

LABELING AND MARKING (Package and/or Container label):

Mailed Shipments:

A1 Sets (246,415 sets): Contractor to affix a mailing address label to each units of mail packaged in 9 x 12" envelope\*\*. Contractor to convert data to appropriate mailing address label form (i.e. address labels, Cheshire labels, or similar) for application to individual envelopes. At contractor's option, may inkjet addresses directly onto the envelope. Contractor will be responsible for ensuring the same name (beneficiary) on the ID-Card Letter is the name on the mailing address label on the envelope.

A2 Sets (39,265 copies): Contractor to affix a mailing address label to each units of mail packaged in No. 10 Envelope\*\*\*. Contractor to convert data to appropriate mailing address label form (i.e. address labels, Cheshire labels, or similar) for application to individual envelopes. At contractor's option, may inkjet addresses directly onto the envelope. Contractor will be responsible for ensuring the same name (beneficiary) on the ID-Card Letter is the name on the mailing address label on the envelope. If more economical to the Government, the Government will accept the following: The Contractor may print the appropriate mailing address data directly onto the ID Card Letter as variable data (above text and below logo) and seal within a window envelope with mailing address visible through the window area. Contractor would be responsible for size and placement of window.

Address list files are named (address quantity):

For A1 sets (Domestic): BENEDOMESTICHAND.TXT246,115

For A1 sets (International ): BENEFORIGNHAND.TXT290

For A2 sets (Domestic): BENEDOMESTICHAND.TXT39,251

For A2 sets (International ): BENEFORIGNHAND.TXT4

Bulk Shipments: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. *Blue Label copies will be required only on Item 1 Handbook.*

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
35,001 and over	200

DISTRIBUTION: Mail f.o.b. contractor's city 246,405 A1 sets and 39,255 A2 sets.

Contractor to process Government supplied mailing list through US Postal Service approved National Change of Address (NCOA) software program and Coding Accuracy Support System (CASS) and bring up to date all addresses. Contractor is cautioned that, to meet the mandatory security requirements for Personal Identifiable Information (PII), and processing for NCOA and CASS, the digital address files supplies must not be transmitted electronically (including, but not limited to e-mail transmission, uploading to FTP sites, etc.). Copies are to be mailed at Presort Standard Mail rate using the contractor's mail permit. Exception, contractor will be required to apply the appropriate postage to each international mailing (approximately 294 international destinations). Contractor's permit will NOT be used for international mailing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

All mailing must be presorted to the maximum extent possible in order to achieve the maximum amount of postal savings. The Veterans Administration (VA) will be responsible for the cost of postage through their US Postal Service CAPS account. The VA will supply the contractor with a "Letter of Authorization" to use their CAPS account for the sole purpose of payment for postage on mailings produced under this contract. The contractor

must notify the VA with their permit number so that they may add it to the CAPS account. It will be the responsibility of the contractor to coordinate with the VA all aspects for use and payment of postage through the CAPS account. Contact William J. Bechtel with the VA at 303-398-5135.

The contractor is required to fill in all applicable items on USPS form(s) and submit to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The verified form, which will be acceptable as a "proof of mailing" for the contractor, MUST be certified by the Post Office as to accuracy, and include the GPO Jacket, total quantity delivered, number of cartons/items, date delivery made, and signature of the Government agent accepting delivery.

Contractor must use a Postal Service Business Mail Entry Unit (BMEU), a Sectional Center Facility (SCF), Area Automated Distribution Center (AADC), or General Mail Facility for the mass mailing. Dropping mail at a local post office location is not acceptable.

*NOTE: Contractor will be REQUIRED to contact Randy Romero (at 303-398-3343) or Bill Bechtel (303) 398-5135 within 72 hours of award with an **estimate** of mailing cost.*

Bulk Shipments, ship f.o.b. destination:

The remaining 10 sets each of the A1 sets and A2 sets which contain the "Fictitious" information to: Attn: William J. Bechtel; Veterans Health Administration; 3773 Cherry Creek North Drive, Suite 450; Denver CO 80209. These 10 sets of each are accountable archive copies of how and what was sent.

80 copies (2 cartons) of Item 1 Handbook to each of the following 56 destinations:

<p><b><u>Albuquerque</u></b> Attn: Director VA Regional Office Dennis Chavez Federal Bldg. 500 Gold Ave. SW Albuquerque, NM 87102-3118 (505) 346-4792</p>	<p><b><u>Ft. Harrison</u></b> Attn: Director 1892 Williams St. Fort Harrison, MT 59636-0188 (406) 447-7454</p>	<p><b><u>Phoenix</u></b> Attn: Director 3333 N. Central Ave. Phoenix, AZ 85012-2402 (602) 627-2735</p>
<p><b><u>Anchorage</u></b> Attn: Director VA Medical Center 2925 Debarr Rd. Anchorage, AK 99508-2989 (907) 257-5460</p>	<p><b><u>Honolulu</u></b> Attn: Director VA Regional Office 459 Patterson Rd. Ewing Rm2A100 Honolulu, HI 96820-1420 808 433 0501</p>	<p><b><u>Portland</u></b> Attn: Director VA Regional Office Federal Bldg. 1220 SW. Third Ave. – Rm 1282 Portland, OR 97204-2825 (503) 412-4530</p>
<p><b><u>Boise</u></b> Attn: Director VA Regional Office 805 W. Franklin St. Boise, ID 83702-5560 (208) 334-1227</p>	<p><b><u>Los Angeles</u></b> Attn: Director VA Regional Office Federal Bldg. 11000 Wilshire Blvd. Los Angeles, CA 90024-3602 (310) 235-7017</p>	<p><b><u>Reno</u></b> Attn: Director VA Regional Office 5460 Reno Corporate Dr. Reno, NV 89511 (775) 321-4702</p>
<p><b><u>Denver</u></b> Attn: Director VA Regional Office 155 Van Gordon St Denver, CO 80225-0126 (303) 914-5984</p>	<p><b><u>Oakland</u></b> Attn: Director VA Regional Office Oakland Federal Bldg. 1301 Clay St. – Suite 1300N Oakland, CA 94612-5209 (510) 637-6088</p>	<p><b><u>Salt Lake City</u></b> Attn: Director VA Regional Office 550 Foothill Drive Salt Lake City, UT 84158-1900 (801) 326-2328</p>



**San Diego**

Attn: Director  
VA Regional Office  
8810 Rio San Diego Dr.  
San Diego, CA 92108-1508  
(619) 400-5412

**Seattle**

Attn: Director  
VA Regional Office  
Attn: Public Affairs Officer  
915 2nd Ave.  
Seattle, WA 98174-1060  
(206) 220-6121 extension 2727

**Chicago**

Attn: Director  
VA Regional Office  
2122 W. Taylor St.  
Chicago, IL 60612  
(312) 980-4308

**Des Moines**

Attn: Director  
VA Regional Office  
210 Walnut St. – Rm 1063  
Des Moines, IA 50309-9825  
(515) 323-7515

**Fargo**

Attn: Director  
VA Medical Center  
2101 Elm St.  
Fargo, ND 58102-2417  
(701) 239-3724

**Houston**

Attn: Director  
VA Regional Office  
6900 Alameda Rd.  
Houston, TX 77030-4200  
(713) 383-2416

**Lincoln**

Attn: Director  
VA Regional Office  
5631 S. 48th St.  
Lincoln, NE 68516-4198  
(402) 420-4239

**Little Rock**

Attn: Director  
VA Regional Office  
2200 Fort Roots Dr., Bldg. 65  
North Little Rock, AR 72114-1756  
(501) 370-3842

**Milwaukee**

Attn: Director  
VA Regional Office  
5400 W National Ave  
Milwaukee, WI 53214-3461  
(414) 902-5683

**Muskogee**

Attn: Director  
VA Regional Office  
Federal Bldg.  
125 S. Main St.  
Muskogee, OK 74401-7025  
(918) 781-7506

**New Orleans**

Attn: Director  
VA Regional Office  
671 Whitney Avenue Building A  
Gretna, LA 70056  
(504) 619-4322

**Sioux Falls**

Attn: Director  
VA Medical Center  
2501 W. 22<sup>nd</sup> St.  
Sioux Falls, SD 57117-5046  
(605) 333-6889

**St. Louis**

Attn: Director  
VA Regional Office  
400 S. 18th St.  
St. Louis, MO 63103-2676  
(314) 552-9710

**St. Paul**

Attn: Director  
VA Regional Office  
1 Federal Dr., Ft. Snelling  
St. Paul, MN 55111-4050  
(612) 970-5203

**Waco**

Attn: Director  
VA Regional Office  
One Veterans Plaza  
701 Clay Avenue  
Waco, TX 76799-0001

**Wichita**

Attn: Director  
VA Regional Office  
5500 E. Kellogg  
Wichita, KS 67218-1698  
(316) 688-6838

**Atlanta**

Attn: Director  
VA Regional Office  
1700 Clairmont Rd.  
Decatur, GA 30333-4032  
(404) 929-5825

**Columbia**

Attn: Director  
VA Regional Office  
1801 Assembly St.  
Columbia, SC 29201-2495  
(803) 255-4124

**Huntington**

Attn: Director  
VA Regional Office  
640 4th Ave.  
Huntington, WV 25701-1340  
(304) 399-9340

**Jackson**

Attn: Director  
VA Regional Office  
1600 E. Woodrow Wilson Ave.  
Jackson, MS 39216-5102  
(601) 364-7010

**Louisville**

Attn: Director  
VA Regional Office  
321 West Main Street, Suite 390  
Louisville, KY 40202  
(502) 566-4309

**Montgomery**

Attn: Director  
VA Regional Office  
345 Perry Hill Rd.  
Montgomery, AL 36109-3798  
(334) 213-3401

**Nashville**

Attn: Director  
VA Regional Office  
110 9th Ave, South  
Nashville, TN 37203-3817  
(615) 695-6002

**Roanoke**

Attn: Director  
VA Regional Office  
210 Franklin Rd., SW  
Roanoke, VA 24011-2204  
(540) 857-2109

**San Juan**

Attn: Director  
VA Regional Office  
150 Ave. Carlos Chardón, STE. 232  
San Juan, PR 00918-1703  
(787) 772-7305

**St. Petersburg**

Attn: Director  
VA Regional Office  
9500 Bay Pines Blvd  
St. Petersburg, FL 33731-1437  
(727)-319-5905

**Washington**

Attn: Director  
VA Regional Office  
1722 I Street, N.W.  
Washington, DC 20421-1111  
(202) 530-9086

**Winston-Salem**

Attn: Director  
VA Regional Office  
Federal Bldg.  
251 N. Main St.  
Winston-Salem, NC 27155-1000  
(336) 714-0703 (336) 714-0704

**Baltimore**

Attn: Director  
VA Regional Office  
Fallon Federal Bldg.  
31 Hopkins Plaza  
Baltimore, MD 21201-0001  
(410) 230-4530, ext 2093

**Boston**

Attn: Director  
VA Regional Office  
John F. Kennedy Bldg.  
Government Center – Rm 1425  
Boston, MA 02203-0393  
617-303-1386

**Buffalo**

Attn: Director  
VA Regional Office  
130 South Elmwood Avenue,  
Suite 601  
Buffalo, NY 14202-2478  
(716) 857-3136

**Cleveland**

Attn: Director  
VA Regional Office  
Anthony J. Celebreeze Federal Bldg.  
1240 E. Ninth St.  
Cleveland, OH 44199  
(216) 522-3580

**Detroit**

Attn: Director  
Veterans Affairs Regional Office  
477 Michigan Avenue  
Detroit, MI 48226  
(313) 471-3744

**Hartford**

Attn: Director  
VA Regional Office  
555 Willard Ave.  
Newington, CT 06111  
(860) 666-7355

**Indianapolis**

Attn: Director  
VA Regional Office  
575 N. Pennsylvania St.  
Indianapolis, IN 46204-1526  
(317) 916-3427

**Manchester**

Attn: Director  
VA Regional Office  
Norris Cotton Federal Building  
275 Chestnut Street  
Manchester, NH 03101-2489  
(603) 222-5700

**Newark**

Attn: Director  
VA Regional Office  
20 Washington Pl.  
Newark, NJ 07102-3174  
(973) 297-3348

**New York**

Attn: Director  
VA Regional Office  
245 W. Houston St.  
New York, NY 10014-4805  
(212) 807-3453

**Philadelphia**

Attn: Director  
VA Regional Office and Insurance  
Center  
5000 Wissahickon Avenue  
Philadelphia, PA 19101-8079  
215) 842-2000, ext. 4614

**Pittsburgh**

Attn: Director  
VA Regional Office  
1000 Liberty Ave.  
Pittsburgh, PA 15222-4004  
(412) 395-6006

**Providence**

Attn: Director  
VA Regional Office  
380 Westminster Street  
Providence, RI 02903-3246  
(401) 223-3630

**Togus**

Attn: Director  
VA Regional Office  
1 VA Center, Bldg. 248  
Augusta, ME 04330-6795  
(207) 626-4788, ext. 5077

**White River Junction**

Attn: Director  
VA Regional Office  
Norris Cotton Federal Building  
275 Chestnut Street  
Manchester, NH 03101-2489  
(603) 222-5700

**Wilmington**

Attn: Director  
VA Medical and Regional Office  
Center  
1601 Kirkwood Hwy.  
Wilmington, DE 19805-4988  
(302) 993-7201

50,000 copies of Item 1 Handbook to: Rocky Mountain Regional CASU: HAC Warehouse; Building 41, Room 137, Doc E-16; 6th Ave & Kipling; Denver Federal Center; Denver CO 80225. **INSIDE DELIVERY REQUIRED.** All items to be delivered between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, exclusive of Federal Holidays. **24 HOUR NOTIFICATION PRIOR TO DELIVERY IS REQUIRED – THIS IS AN UNMANNED WAREHOUSE AND ARRANGEMENTS NEED TO BE MADE FOR PERSON TO BE PRESENT FOR DELIVERY.** Contact William Bechtel with the VA at (303) 398-5135 AND Randy Romero with the VA at 303-395-3343 to arrange an *appointment* time for delivery. Contractor will be responsible for making sure that the trucking company is aware of the PRIOR NOTIFICATION requirements. *The Government will not be responsible for redelivery fees if the contractor and/or trucking company fail to comply with this requirement.*

2,000 copies of Item 4 Magnet to: Attn: William J. Bechtel (303) 398-5135 and Randy Romero 303-395-3343; Veterans Health Administration; 3773 Cherry Creek North Drive, Suite 450; Denver CO 80209.

Upon completion of order return all furnished materials to: Attn: William J. Bechtel (303) 398-5135 and Randy Romero 303-395-3343; Veterans Health Administration; 3773 Cherry Creek North Drive, Suite 450; Denver CO 80209.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket number, requisition number, total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

**SCHEDULE:** Furnished material will be available for pick up at the U.S. Government Printing Office, 12345 W Alameda Pkwy, Suite 208; Lakewood, Colorado 80228, on April 14, 2009.

Deliver proofs to the ordering agency (see page 3) as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 3 workdays after receipt at the agency until they are available for pickup by the contractor. Revised proofs, if required due to contractor's errors, will be withheld the same number of workdays after receipt at the Agency. NOTE: The first workday *after receipt of proofs* at the agency is day one of the hold time.

Complete production, delivery, and mailing must be made by May 20, 2009.

The ship/deliver date indicated above is the date products ordered for delivery f.o.b. contractor's city must be deposited with the US Postal Service for mailing and products order for delivery f.o.b. destination must be delivered in-hand to the destination(s) specified.

**BIDS:** Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each item. Further, a price must be submitted for each additional 100 copies of each item, f.o.b. destination Denver, CO 80225. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, and will not be a factor for determination of award.

**SUBMISSION OF BIDS:** **Facsimile bids are permitted.**

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. **(303) 236-5332 or (303) 236-5304**, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

**PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT):** Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation. To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/printforms/pdf/sf3881.pdf>" as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice along with a copy of the purchase order/print order.

**PAYMENT:** Submit all vouchers/invoices to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**.

**BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ALSO ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT WITH ALL PERTINENT INFORMATION COMPLETED.**

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisuptes.pdf](http://www.gpo.gov/printforms/pdf/contractdisuptes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**SAMPLE OF THE BID ENVELOPE**

In order to ensure proper processing of all bids the following information is required on all bid envelopes.

Jacket Number     **561-053**

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postage  
Stamp  
Required  
Here

**BID ENCLOSED**

Check Appropriate:

\_\_\_\_ Bid Enclosed

\_\_\_\_ No Bid

U.S. Government Printing Office  
Denver Regional Printing & Procurement Office  
12345 W Alameda Pkwy, Suite 208  
Lakewood CO 80228

Bids will be received until April 7, 2009 at **2 P.M.**  
prevailing Denver time

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